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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 6 May 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 18
27 April - 3 May 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Lesson Plans received this week - None

2. Overseas requests received this week - Two

25X1

3. Clerical Training Kits for Area Background Reading - [] reviewed with Clerical Training instructors the requirements for these kits. [] decided that no extensive effort would be required in the future to supply materials. Hereafter one item each of the type required will be forwarded to [] (extension), Alcott Hall, to maintain the 14 kits deposited there. Forty items of area background material on the Western Hemisphere were forwarded to [] at her request.

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4. [] - []

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[] have defined more clearly their requirements. Tape runs have been ordered using the code numbers compiled on a previous occasion for [] by Analysis Branch/OCD. OTR Library is reviewing tradecraft books to spot incidents bearing on the financial aspects of operations.

5. Intelligence Publications - Cover design being prepared in final format. Written text will be submitted to Visual Aids Section for the design of page format. Projected plan will include 1000 copies first issue in June 1955 and the second issue of 1,000 copies about one month later. Subsequent material will be processed and published periodically thereafter as soon as the material is completed. Distribution not specified or solved; security question unanswered.

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6. Training Aids Completed -

- a. National Intelligence Orientation. Miscellaneous cards and signs. Total: 3.
- b. Intelligence Principles and Methods. Design and production of one display training panel, pictorial map.
- c. Operational Support Course. Design and final production of a set of pictorial tradecraft symbols to be used in connection with the magnetic board. Total 44 symbols.
- d. TSS Training Division. Repair of one training chart; design and production of one magnetic board symbol for use with the chart.
- e. Reading Laboratory. Processed ophthalmograph film.

7. [redacted] are attending the National Intelligence Orientation Lectures, 3 and 4 May 1955. [redacted] is attending the BOC.

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8. [redacted] will plan to attend the [redacted] May. The orientation of this meeting is toward new developments in the field of art materials, supplies, display of art materials, etc.

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9. Catalogs of Courses -

- a. Revisions, 1 May 1955, TR CC 100-1 and 101-1: all copies have been received and distributed according to records of Documents Control Officer/ISB.
- b. Revisions, 1 May 1955, TR CC 200-1: plates have been printed; to be checked before final collating; it is expected that these will be delivered 9 May.

10. Bibliographies -

- a. Espionage: English and Foreign Language Books - received and distributed.
- b. RQM/OIS Reports: received and distributed.
- c. Survival: A Selected and Annotated Bibliography, TR RM O-519 - received and distributed.
- d. Cumulative Index to the Instructors' Guide to Current References, Volume 1-8, 1 August 1952 - 15 June 1954: distribution complete.

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11. Navigation Study Guide - Three short chapters have been edited; it is expected that edited draft will be ready for approval of instructor/MTB by the end of the week, 9 May.

12. Mosaic Test Manual - Reproduced in E&R and returned to A&E (18 stencils, 25 copies).

13. Activities of OTR Map Training Officer -

a. Number of map sheets distributed - 659

(1)

(2) Basic School - 4

(3) Language School - 590

b. Number of photos distributed - 45

c. Completed the composition of the Hydrographic Symbol Books - they are at reproduction.

14. Films for

a. One retention film due

b. Twenty-five loan films due

c. Eleven loan films sent

15. Attendance at Language Films -

| <u>Date</u> | <u>Language</u> | <u>Attendance</u> |
|-------------|-----------------|----------------------|
| 4/27/55 | Portuguese | <input type="text"/> |
| 4/28/55 | Russian | |
| 5/3/55 | French | |

16. Preparation of footage for orientation film -

a. All footage broken down into separate takes for editing.

b. First draft of cutting sequence prepared.

c. First draft of narration completed.

d. Twenty percent of first cut completed.

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